



# *The Town of Leesburg*

## DEPARTMENT OF PLANNING, ZONING AND DEVELOPMENT

<b>DEDICATION AND/OR EASEMENT VACATION PLAT CHECKLIST</b>		LMIS #
Project Name		Submission #
Reviewed By	Reviewer Phone #	Reviewer E-mail Address
Plat Dated	Plat Received	Plat Review Completed
PIN #		

Description	OK	No	Not Applicable	Comments
<u>Application Filing Information</u>				
Completed land development application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3 copies of plat by VA certified surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fee(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Delinquent taxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Referrals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Description	OK	No	Not Applicable	Comments
<u>General Information</u>				
Title block identifying type of dedication(s) and/or easement(s) to be vacated including development name, town, county, & state	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Name and address of property owner(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Name & address of professional who prepared the plat - signature and date on seal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lot identification number(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Include note that identifies the County's PIN # reference for each lot from which the easement(s) is being vacated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Include a note that references the source of the boundary line information shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Reference	Description	OK	No	Not Applicable	Comments
	on the plat. Date plat was drawn and date of any revision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Vicinity map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Current zoning, including any associated proffers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Project Tabulations</u>					
	Data for all curves – radius, arc, tangent, chord	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Existing Site Conditions</u>					
	Boundary survey prepared by VA Licensed Land Surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Record source of parent property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Dedications: boundaries, purposes, areas, widths, and record source (deed book and page reference)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Easements: boundaries, purposes, widths, and record source (deed book and page reference)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Corporate limit boundaries (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Survey monuments, lot corners, block markers and benchmarks, and their description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Location of right-of-way and name of existing and recorded streets that adjoin the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Location of FEMA 100-year floodplain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Adjoining property; names of recorded subdivision and lot # and/or owners of record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Proposed Site Conditions</u>					
	Dedication Area to be Vacated: highlight and define area to be vacated. Also include deed book and page reference of recorded dedication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Easements to be Vacated: highlight and define area to be vacated. Also include deed book and page reference of recorded easement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Reference	Description	OK	No	Not Applicable	Comments
<u>Graphic Requirements</u>					
	Clearly and legibly drawn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Scale: no more than 25' to the 1" (or a scale agreed to by the Town)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	North arrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	18" by 24" in size (or a size agreed to by Town)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	If more than one sheet is needed, the relationship shall be depicted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Dimensions of all lots in feet to closest one hundredth of a foot; all bearings in degrees, minutes and nearest ten seconds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Other Information</u>					
	Deed of vacation for all ROW, easements, or other properties to be vacated by the Town of Leesburg.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Processing

- *Refer to §15.2-2271 of the State Code when vacating easements before the sale of any lot.*
- *Refer to §15.2-2272 of the State Code when vacating easements after the sale of any lot.*
- *Refer to §33.1-145 of the State Code when vacating right-of-way.*

Comments